

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
MONTANA DEVELOPMENTAL CENTER  
P.O. BOX 87  
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

STATEWIDE POSTING

DECEMBER 13, 2006

4 PAGES

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<b>Title:</b>	Psychiatric Aide, Recreation	<b>Position No.:</b>	51715
<b>Division:</b>	Disability Services	<b>Pay Grade:</b>	9
<b>Location:</b>	Recreation Department Montana Developmental Center Boulder, MT 59632	<b>Union:</b>	AFSCME
<b>Status:</b>	Perm/Full-time	<b>Starting Date:</b>	As Soon as Possible
<b>Salary:</b>	\$9.481 for employees new to state government.	<b>Supplement:</b>	Yes

**APPLICATION DEADLINE:** Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. on Friday, December 29, 2006. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

**SPECIAL INFORMATION:** Hours: 12:30 pm to 8:30 pm Days off - Sunday & Monday. Employee will be required to change shift and/or days off temporarily to accommodate special recreation activities.

Position requires a commercial driver's license and is subject to drug and alcohol testing in accordance with MDC Policy APP 101.6A.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

Incumbent may be required to perform duties in either the Intermediate Care Facility for the Mentally Retarded (ICF-MR) or the Intermediate Care Facility for the Developmentally Disabled (ICF-DD) area of the Montana Developmental Center.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Dave Dreher, Personnel Officer at (406) 225-4484. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

**ESSENTIAL JOB FUNCTIONS:**

- A. The Psychiatric Aide provides recreation activities and opportunities for facility clients under direct supervision of Recreation Supervisor and Habilitation Specialist.
1. Demonstrates recreation activities and scenarios to clients and staff involved in specific groups.
  2. Provides direction for client recreation activities.
  3. Assists in orientation of new employees.
  4. Provides support for community activities and trips.

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AN EQUAL OPPORTUNITY EMPLOYER

#### **ESSENTIAL JOB FUNCTIONS** - continued

5. Trains and actively engages clients in physical fitness, arts and crafts, swimming, off grounds trips, all assigned leisure activities and scenarios.
6. Conducts specific programs as assigned.
7. Observes and documents clients' physical and behavioral progress during activities being conducted.
8. Participates along with clients during activities, such as swimming, for demonstrative purposes.
9. Monitors client behaviors and intervenes in inappropriate behavior or conducts a specific BMP, if necessary.
10. Follows the direction of Recreation Therapist, always engaging the client during recreation activities.
11. Assures a safe environment for the clients.
12. Performs related duties including:
  - a. Maintaining rosters
  - b. Writing injury/incident reports
  - c. Reporting client abuse according to policy
  - d. Scheduling if necessary
- B. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- C. Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- D. Complies with Department, Division and Unit policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- E. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

#### **KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

Must demonstrate knowledge of physical fitness, swimming, arts and crafts, movies, camping, fishing, nature, games, etc. Working knowledge of facility policies, procedures, and record keeping requirements. Knowledge of the Montana Driver's Manual and the ability to drive a bus.

Skills: Skill in training developmentally disabled persons in recreation programs and activities. Skill in leading others.

Abilities: Must have the ability to:

- 1) maintain a good working relationship with others.
- 2) communicate effectively both verbally and in writing.
- 3) train and provide recreation activities to clients.

#### **EDUCATION AND EXPERIENCE:**

High school graduation and successful completion of Psychiatric Aide courses. Must have Class B License or Learner's Permit and be able to pass Class B driving test within three months. Must be able to swim and pass American Red Cross Lifeguard Training course, within three months or when tested. At least one year related employment experience in areas such as, but not limited to, training and provision of recreation, leisure, creative or fitness activities AND a broad range of participation experiences and abilities in recreation activities such as arts and crafts, music, sports, outdoor activities, etc., is required. If no applications are received from fully qualified applicants a training assignment may be considered.

#### **IMMIGRATION REFORM AND CONTROL ACT:**

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**SELECTIVE SERVICE ACT:**

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

**COMPENSATION:**

This position is classified at a grade 9 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference checks. Application materials required are as noted below:

1. Current employees of the MDC must submit a signed and completed Bid Request Form and any relevant transcripts, if not currently contained in the personnel file.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax applications to 225-4414 or e-mail to [Cbirtcher@mt.gov](mailto:Cbirtcher@mt.gov). Applications may also be submitted to a Local Job Service Office.
3. Any relevant college transcripts, if not currently contained in the personnel file.
4. Any supplement responses.
5. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of application from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.

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**APPLICATION SUPPLEMENT INSTRUCTIONS:**

Job Title: Psychiatric Aide, Recreation  
Application Deadline: December 29, 2006

Position #: 51715  
Department: Department of Public Health  
and Human Services

Please respond to the following listed supplement items. It is part of the evaluation process of applicants. Writing ability as well as content will be assessed through this supplement. Responses must be the applicant's own work, either legibly hand-written on plain or ruled paper, or typed on plain paper. In either case each page should be signed and dated by the applicant. Responses are due in Personnel no later than the closing date shown on the Vacancy Announcement.

- 1) Describe your job experience in recreation and specifically with persons having developmental disabilities.
- 2) Describe your talent, training, and experience in recreation and leisure activities (arts & crafts, music, drama, hobbies, sports, outdoor activities, etc.). Can you train the clients in any of these?
- 3) Do you have a Commercial Driver's License? Any problem obtaining one? What experience have you had driving a bus or van?
- 4) Can you swim? Describe your training in swimming. Do you have a Red Cross Lifeguard Certificate?
- 5) Are you physically capable of: Being a lifeguard? Driving a school bus? Driving long distances? Walking a minimum of 3 miles a day? Being outdoors in all types of weather? Being in a swimming pool environment all day?
- 6) How flexible can you be in changing your days off? Shifts? Working overnight trips? Extended trips (3 days)?

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